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From: Cronin, John (POL)
Sent: Friday, June 22, 2012 9:05 AM
To: Corbett, Kate (DPH); Farak, Sonja (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Hanchett, James (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Pontes, Rebecca (DPH); Renczkowski, Daniel (DPH); Salem, Sharon (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Sprague, Shirley (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)
Cc: Vallaro, Guy (POL); Connolly, James, Major (POL); Connolly, Grace (DPH); Gagnon, Kenneth (POL); Wong, Nancy (POL); Miller, Jeremy (POL); Silvia, Brian (DOC); Givhan, Shawn (POL); Riddell, Sandra P.; West, Katherine (POL); Cranstoun, Bruce
Subject: DPH transition
Attachments: Phone Lists - All Crime Labs 05-2012.xls

All – over the past few weeks, we have been working towards a smooth transition of operations for your services to fall under the State Police Crime Laboratory effective July 1, 2012.

In an effort to ensure the success of the transition, I am providing the following information to you for ease of access and communication;

1. **State Police Crime Laboratory Phone Directory.** Attached is our directory showing all Crime Laboratory phone contacts by Unit and location – as well as a separate alphabetical listing (we'll update this with your contact info after July 1). Please note that the entire crime laboratory was converted to MassMail last night – so you will be able to “see” all of the contacts there going forward. For programmatic information, I encourage you to visit our web site (which will be updated soon to reflect your service) for the description of the services and facility locations. Our web site is;

<http://www.mass.gov/eopss/law-enforce-and-cj/criminal-investig/crime-lab/>

2. **Information Technology.** A group headed by Brian Silvia of the Executive Office of Public Safety and Security - Office of Technology Information systems (OTIS) has been working to:
 - a. establish each of you in our Paystation (time and attendance) system.
 - b. your email grouping will shift to POL (this will include having your laboratory connected to our “all Crime Lab user” email listing).
 - c. we will be replacing 11 of the leased PC's (timeframe for this to follow) soon and eventually convert all remaining leased PC's to new/owned PC's.
 - d. our LIMS coordinator (Jeremy Miller) will be working with you and Lab management to evaluate and potentially convert your LIMS system data to ours – this is a long-term project that will likely take months.
3. Dr. Vallaro is preparing a state-wide memo to all law enforcement agencies notifying them of the transfer of your laboratory to the State Police.
4. Our **Administrative support** team has met with Grace, Tom and Debbie. We have an understanding of all your services. We plan to proceed with many of the existing contracts in order to minimize disruption to your work (security, lab coats, chemical pick up, copier leases, UMass ISA, postage, Caley Whitmore, etc). Our accountant – Sandra Riddell is available for any financial/contractual questions you may have (978-451-3309), our Admin.

Coordinator, Katherine West is similarly available at (978)451-3310 for any service-related questions. We're very intrigued by your Bell Weather ordering program (we may look into applying it in our system if it proves as efficient as it sounds). Tom has agreed to try and create a State Police Drug unit order group under your license so you can continue using this system. Katherine West will coordinate how those orders will reach us – more information to follow on this.

5. Our **Human Resources** Director – Ms. Shawn Givhan (or one of her subordinates) – will be contacting you to arrange for each of you to visit the State Police headquarters to have your ID's done and square away any HR concerns you may have. Similarly, you will be contacted by Mr. Bruce Cranstoun (FSG Evidence Unit) to have your FSG ID taken.
6. Our **fleet** division has agreed to provide up to two vehicles in Jamaica Plain for court use. I will notify you when these are available – until then, please use your personal vehicles and send mileage reimbursement requests to Ms. Lauren Freeman (978)-451-3312. Lauren also handles all **training related requests**. Please be advised that any employee wishing to attend training in-state or out-of-state, must provide a written memorandum to your Supervisor well in advance of the training date(s). our sign-off loop requires a minimum 30-day window to submit for eventual HQ approval. You know you are approved to go when Lauren gives you a "T" number. I will have her send you our policy and forms separately.
7. We are working on identifying new equipment for you. Dr. Vallaro has had discussion with our Undersecretary about the scope of the needs. We will provide more information on this shortly.
8. Please let me know of any problems, questions or concerns you may have as this transition evolves. Many thanks, in advance, for your patience and cooperation.

**** Please note the new email address ****

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